

# **Metro Transit Engineering Records**

## **Consultant requirements for electronic records submission**

### ***Construction drawings***

The Consultant shall provide 100% design drawings at their completion and as-bid revisions (any addenda revisions to drawings and notes should be reflected on the drawings):

#### **Hardcopy requirements:**

1 vellum half size, right read.

- Original, signed, full sizes reproducibles (right read vellum preferred) or original CAD bond plots.

Bond prints are acceptable but they must loose, *not stapled*.

*Diazo (bluelines) or thermal vellum are not acceptable.*

#### **Electronic CAD requirements:**

- All final CAD files in AutoCAD 2004 format (AutoCAD 2000i is acceptable. If CAD files are produced a different CAD format, files must be converted to AutoCAD 2004 and made to conform to Metro Transit CAD graphical and layering standards so the product can be reproduced and edited in the same manner as the original format.)
- It is recommended that AutoCAD's eTransmit command be used to prepare files for transmitting CAD files to Metro. The following types of files *must* be provided:
  - All X-REF files.
  - Non-standard shape/font files.
  - Pen settings (provided as an AutoCAD color style table, CTB, or R14 PCP or PC2 file, or chart of pen colors, pen widths and patterns if not solid in ASCII text, Word or Excel electronic file.)
- Acceptable electronic media includes 3¼" floppies, SuperDisk floppy, Recordable-Compact Disc (CD-R), or ZIP disk. Contact Jeff Suter (206-684-1302, [jeff.suter@metrokc.gov](mailto:jeff.suter@metrokc.gov)) concerning Internet transfer by WWW or FTP.
- X-ref matrix (should be provided hardcopy & electronically).
- Hardcopy and electronic index of drawings (G101 = xxx.dwg, etc.).

### ***Consultant Designed Projects or Studies***

When consultants provide design or studies for Metro Transit, consultants should provide reports and documentation both in hardcopy *and* electronically.

Acceptable electronic formats are:

- Adobe Portable Document Format - PDF (for final report presentation).

- Microsoft Office file formats - DOC, XLS, MDB, PPT, etc.
- AutoCAD 2000/4 (AutoCAD 2000 format acceptable) - DWG, DWF or DXF
- Graphic images - TIF, JPEG, GIF, BMP, WMF.
- For other acceptable file formats, contact Jeff Suter.

For any questions, contact:

Jeff Suter

King County

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